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DD/S-56-1591A

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MAY 10 1956

[Handwritten signature]

Honorable Arthur S. Flemming
Director
Office of Defense Mobilization
Washington 25, D. C.

Dear Mr. Flemming:

Mr. Dulles has asked me to reply to your letter of 27 April 1956 concerning emergency action documents, as defined in the paper approved at the Cabinet meeting of 2 March 1956.

The authority of this Agency for carrying on its mission and for invoking all necessary actions in an emergency resulting from an attack or threat of attack exists now in basic law and in the form of National Security Council directives on the subject. As a consequence, this Agency has no emergency action documents requiring submission to the President at this time.

We have, however, assigned to an appropriate officer the responsibility for continuing review of this matter and will notify you at once of any change in our circumstances.

Sincerely yours,

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L. K. White
Deputy Director

EPO:MWB / OGC:LRH:jeb

cc: DD/S (2)

EMPO - *[Handwritten signature]*

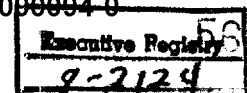
General Counsel

[Handwritten signature] EA-DC 1-4/CC of *[Handwritten signature]*

FEMA review(s) completed.

DD/S

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF DEFENSE MOBILIZATION
WASHINGTON 25, D. C.



OFFICE OF THE DIRECTOR

April 27, 1956

Honorable Allen W. Dulles
Director
Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Dulles:

In connection with mobilization planning now under way in order to carry out the responsibilities assigned to the Office of Defense Mobilization during the Cabinet meeting on March 2, 1956, I am asking each agency to examine the status of its emergency action documents and to submit by May 11, 1956, all documents that need to be submitted to the President.

In determining which documents should be submitted at this time, you should be guided by these concepts:

1. Submit only documents which involve matters of supreme national importance requiring immediate action or execution by the President in an emergency resulting from attack or threat of attack.

2. Nevertheless, the President must be given assurance that all possible contingencies have been considered. Err on the side of over-submissions rather than under-submissions. (Keep in mind that your only real assurance that the President will have available necessary documents in case of sudden attack is to submit them now for pre-attack consideration.)

Over two years ago, in connection with the Emergency Action Step Program, and again in preparation for Operation Alert 1955, the Office of Defense Mobilization requested that all agencies submit statements of Emergency Actions which they believed had to be signed by the President in order to carry on the essential functions of Government in the event of an attack upon the United States. You may wish to review any documents prepared or submitted in conjunction with that program as an aid in preparing new submissions.

Sincerely yours,

Arthur S. Flemming
Director

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PROCEDURE FOR AGENCIES TO FOLLOW
IN SUBMITTING EMERGENCY ACTION DOCUMENTS TO THE PRESIDENT

April 27, 1956

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ODM-15991

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PROCEDURE FOR AGENCIES TO FOLLOW
IN SUBMITTING EMERGENCY ACTION DOCUMENTS TO THE PRESIDENT

- A. This procedure governs submissions of documents which Departments and Agencies believe require Presidential signature to assure essential Government mobilization and control actions following an attack, or to meet an attack, upon the United States. Maximum security, as indicated by the classification assigned the proposed document, must be maintained at all times.
- B. Submission:
 1. Each Agency will submit ten copies of each proposed Emergency Action Document to the Office of the Director, ODM. Each copy will have a prescribed cover page. Copies of the cover page and instructions (attached) may be obtained from the Plans and Readiness Area, ODM (Plans and Programs Division - Code 189, Ext. 3364).
 2. At the same time, a copy of each document submitted to ODM will be transmitted by each Agency to its relocation site.
 3. During staff review, ODM will assign numbers to each proposed Emergency Action Document to assure a uniform system. All Agencies concerned will be notified of assigned numbers so they may maintain their control records.
 4. All documents will be reviewed by the Director, Office of Defense Mobilization, for coordination of mobilization planning.
 5. Seven copies of each proposed Emergency Action Document will be forwarded by ODM to the Bureau of the Budget, with an indication of Agency approvals, for review and further interagency clearance, as desirable.
 6. After interagency clearance, the Bureau of the Budget will submit each document to the President through appropriate White House channels.
- C. Notification:
 1. After review by the White House, and consideration by the President, proposed documents either (1) will become Presidential Emergency Action Documents and be placed in locations accessible to the President, or (2) will be returned to the Agencies via the Bureau of the Budget and Office of Defense Mobilization, with appropriate notation.

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C. (Continued)

2. The progressive development and review of plans may result, at any time during the development process, in the cancellation of some documents. In such cases, affected Agencies will be notified by ODM (Plans and Readiness Area) with written cancellations which can be filed in place of the documents. Numbers assigned to these documents will not be re-issued during the same calendar year.

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INSTRUCTION FOR USE OF
EMERGENCY ACTION DOCUMENT COVER PAGE

THE PREPARING AGENCY WILL FILL IN ITEMS 1 THROUGH 12

1. List Department or agency preparing document.
2. Indicate date document typed.
3. Type name and title of official submitting document. The approving official's signature is required.
4. Specify the ODM Mobilization Plan to which this document relates. If document does not relate to a Proposed Action listed in an ODM Mobilization Plan, enter words "Not applicable."
5. Refer to the applicable Part of the ODM Mobilization Plan. If document does not relate to a Proposed Action listed in an ODM Mobilization Plan, enter words "Not applicable."
6. Refer to the applicable Section of the Part. If document does not relate to a Proposed Action listed in an ODM Mobilization Plan, enter words "Not applicable."
7. Refer to the Item No. as listed in a Section of Parts II or III. If document does not relate to a Proposed Action listed in an ODM Mobilization Plan, enter words "Not applicable."
8. State the Emergency Action and Objective (If already listed in Part II or Part III of a Plan, re-state as listed).
9. Indicate the time, on or after D-Day or M-Day, that the emergency action is to be taken.
10. Specify the officer responsible for taking the first required action.
11. List the title of the officer responsible for next required subsequent action which must be taken. If no subsequent action is to be required, indicate "None."
12. State concisely the impact that the signing of the document by the President will have in the event of mobilization and list the specific contingent actions which will be energized by act of final approval and signature by the President, including the agency(s) that will take each action, and the proposed action dates.

Include all details required to provide necessary information for use under emergency conditions, keeping in mind that the Emergency Action Document (with cover page) may be the only paper available to the official taking action.

Specify how the action will be implemented, including any preparatory steps required for implementation, and the status of such steps at the time the proposed Emergency Action Document is submitted.

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THE PREPARING AGENCY WILL NOT FILL IN ITEM 13

13. The Emergency Action Document number will be assigned by the ODM (Plans and Programs Division). Document numbers will be related to Sections of Parts II and III of Mobilization Plans according to a code designation made up of the following:

- a. First capital letter - ODM plan* to which it applies.
- b. First Roman number - Part of respective Plan.
- c. Second capital letter - Section of respective Part.
- d. First Arabic number - Number of document.

For example, a representative number might be D(Minus)-IV-A-1. This indicates that the document in question is document number 1 of Section A of Part IV of ODM Plan D(Minus).

Revision of a document will be indicated by a lower case letter following the document number; e.g., D(Minus)-IV-A-1a for the first revision, D(Minus)-IV-A-1b, for the second revision, etc.

In those cases where the document does not relate to a Proposed Action listed in a Section of a Mobilization Plan, the Emergency Action Document number will be assigned by the ODM (Plans and Programs Division) according to a code designation as follows:

- a. First capital letter - ODM planning assumptions to which it is most closely related.
- b. First Roman number - The Roman number IV will be used at all times to facilitate handling and filing.
- c. Double capital letters - These symbols (AA, BB, CC, etc.) will be assigned, as required, one symbol to each Agency to identify all of its Emergency Action Documents not related to a Part of a lettered ODM Mobilization Plan.
- d. First Arabic number - Number of document.

* Mobilization Plans for different situations are designated by letters. Each of the LETTERED PLANS is made up of IV Parts. Part I - Planning Information, and Part II - Government Organization, consist of five Sections each, and Part III - Proposed Actions and IV - Emergency Action Documents, consist of eleven Sections each.

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(CLASSIFICATION)

(13. DOCUMENT NUMBER)

1. PREPARING AGENCY _____
2. DATE DRAFTED _____ IMPLEMENTS EMERGENCY ACTION LISTED IN:
3. APPROVING OFFICIAL: _____ 4. PLAN _____
- NAME _____ 5. PART _____
- TITLE _____ 6. SECTION _____
- SIGNATURE _____ 7. ITEM _____

8. EMERGENCY ACTION AND OBJECTIVE: _____

9. Action Date _____

10. Responsible _____

Action Official _____

11. Official Responsible for
Subsequent Action _____

12. Discussion _____

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